

Tennessee, Part C Annual Performance Report 2012-2013



State Department of Education Division of Special Populations

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Tennessee, Part C Annual Performance Report (APR) for FFY 2012-13

Overview of the Annual Performance Report Development:

This FFY 2012-13 Annual Performance Report (APR) is the last APR submitted to federal Office of Special Education Programs (OSEP) as part of the initial State Performance Plan (SPP) submission in February 2007 for FFY 2005-2010 reporting period. OSEP approved a two year report extension for the period FFY 2005-2012 which brings the reader to the current and last reporting period.

Tennessee's Part C System Structure

The Lead Agency in Tennessee for Part C, Individuals with Disability Education Act (IDEA) is the State Department of Education (DOE). Tennessee's Early Intervention System (TEIS) is administrated within the Division of Special Populations out of the Early Childhood IDEA Programs (ECIP).

Early Intervention Service (EIS) programs are defined as the nine TEIS-Point of Entry Offices (TEIS-POEs). Each POE has a District Administrator who reports directly to the state's Part C Coordinator who has oversight for the operation of the POE office. State personnel in these offices are responsible for: 1) Part C eligibility determination and 2) all service coordination activities which include IFSP development, oversight of service delivery, and transition.

Development of Tennessee's Part C Annual Performance Report

This section highlights the process for the development of the Annual Performance Report (APR). The APR was developed in conjunction with, and was approved by, the State Interagency Coordinating Council (SICC). Measures to complete the annual report were as follows:

1. Data utilized in the APR were gathered from federal 618 data collections, full fiscal year data (July 1 through June 30) from Tennessee Early Intervention Data System (TEIDS), and from data collected online and on paper for the family survey.
2. The Part C Monitoring Coordinator took lead responsibility in the APR development. There were no necessary revisions to the State Performance Plan (SPP) required for the close of this federal reporting cycle. The Part C State Data Manager provided analysis of data for APR results indicators. The Lead Agency also contacted with an independent contractor with expertise in APR development to assist personnel in data analysis and APR development. ECIP personnel provided content and consultation for indicators. The APR was reviewed utilizing the federal Office of Special Education Programs (OSEP) Part C SPP/APR Package (11/15/2013) and Tennessee's 2012 APR Letter and accompanying Part C FFY 2011 State Performance Plan (SPP)/ Annual Performance Report (APR) Response Table (7/1/13).
3. The first draft was completed December 12th for review and feedback by the ECIP Executive Director and Part C Coordinator. At the same time, the draft was sent out for external review and feedback from Mid-South Regional Resource Center (MSRRC). Indicators 3 and 4 were sent to Early Childhood TA Center (ECTA) staff with expertise in early childhood outcomes. All recommendations were reviewed and considered by ECIP personnel with changes made to the APR.
4. The Part C Monitoring Coordinator reviewed a draft of the APR with the State Interagency Coordinating Council (SICC) Chairperson on January 13, 2014. Recommendations were incorporated into the final APR. A full review of the APR with SICC membership and others in attendance was held on January 21 at the regularly scheduled Council meeting. As it was the close for this federal reporting cycle, A PowerPoint presentation was utilized to review the current status while also taking a view back to the state's information for the full federal reporting cycle (FFY 2005-2013). Graphs in the presentation provided a comparison to federal/state targets along with national averages for each APR indicator. The draft APR document was reviewed alongside the PowerPoint presentation. See Attachment for Tennessee's ICC Certification.
5. The FFY 2012-13 APR was submitted to the federal Office of Special Education Programs (OSEP) on February 3, 2014. Revisions to the SPP were not necessary for this submission. Following the state's period of clarification provided by OSEP, the APR will be posted on the State's website located at http://www.tennessee.gov/education/teis/reports_data.shtml. Notification regarding the posting will be sent to the SICC membership, early intervention stakeholders, and the Part C federal Office of Special Education Program (OSEP) state contact.

6. Federal 616 report requirements for the performance of each EIS program (i.e., TEIS-POEs) against the state's APR targets will be completed and posted on the state's website in March 2014. This report is entitled, *March Report to the Public*. An email will be sent to the SICC membership, early intervention stakeholders, and the state's Part C federal OSEP contact informing them of the posting and the website link. The FFY 2011-12 report is currently available on the state's website under "Reports" at http://tennessee.gov/education/teis/reports_data.shtml.

Tennessee Part C Statewide Initiatives Impacting TEIS

This section highlights selected state initiatives not directly associated with specific APR indicators or improvement activities. These non-indicator specific initiatives provide the reader with additional state information about the Lead Agency's efforts that may have an indirect effect on results reported in the APR.

1. Early Intervention Service (EIS) Program Determinations

In order to better align with OSEP's direction toward results-driven accountability (RDA), the Lead Agency revised its EIS program determination process. In spring 2013 annual EIS program determinations for FFY 2011-12 utilized APR performance data from both compliance and results indicators along with Early Childhood IDEA Programs (ECIP) identified priorities. This was the first time determinations were made based on data other than compliance alone. A rubric was developed to calculate program determinations. The new determination rubric is designed to be reviewed and updated as needed based on changing priorities of the Lead Agency. The Lead Agency also revised its Tennessee determination enforcements document to reflect the inclusion of results and ECIP priorities.

2. Proposed State Systemic Improvement Plan (SSIP)

In June of 2013 the Lead Agency gathered stakeholders to consider and review the proposed State Systemic Improvement Plan (SSIP) information provided by OSEP. The purpose of the meeting was to introduce stakeholders (SICC, higher education, 619, parent advocacy, local POE and Lead Agency staff) to the idea and concept of a results-focused improvement effort by the Lead Agency. Additionally, the Lead Agency solicited feedback from stakeholders on the concept and practical challenges of such an effort. Stakeholder input was refined and submitted to OSEP during the public comment period. Outcomes of the meeting included a draft SSIP work calendar, list of additional stakeholders for future SSIP work, a general review of the Lead Agency's current processes used for General Supervision, and identification of Lead Agency personnel to lead the SSIP work (once finalized by OSEP).

3. SMART (Specific Measurable Achievable Realistic Timely) Job Plans

Beginning March 2010 and ongoing through FFY 2012-13, Early Childhood IDEA Programs (ECIP) implement performance-based personnel evaluation measures to strengthen and support supervisory efforts of the nine TEIS-POEs and central office. The development of SMART (Specific Measurable Achievable Realistic Timely) Job Plans is the vehicle for measuring performance. SMART Job Plans contain behaviorally written performance measures utilizing data for specific job performance. A strong relationship exists between plans across supervisory responsibilities. For example, performance measures for Service Coordinators (i.e., timely initial IFSP meetings and LEA transition conferences) are linked to performance measures for the District Administrator and the Part C Coordinator as supervisor for District Administrators. Data support that this further clarification of roles and responsibilities, and association with measureable outcomes for each position has positively impacted IDEA compliance, focus on child outcomes, and focus on other state priorities.

4. New Born Hearing Screening (NBHS)

The Tennessee Department of Education (TDOE) continues to have a working relationship with the Department of Health (DOH). During 2012-13 the Tennessee Early Intervention System (TEIS) NBHS Coordinator provided follow-up activities initially described in the FFY 2011-12 APR. TEIS and the Tennessee Head Start Collaborative Office expanded child find efforts through Early Head Start programs as a hearing screening follow-up resource for families. The TEIS NBHS Coordinator attended the National Initiative for Children's Healthcare Quality (NICHQ) Improving Hearing Screening and Intervention Systems (IHSIS) Learning Collaborative in St. Louis, MO. Tennessee is required by the Tennessee Health Resources and Services Administration (HRSA) Early Hearing Detection and Intervention (EHDI) grant to send a core team of individuals to this NICHQ IHSIS Learning Collaborative. The purpose of the meeting was to provide intensive training for the development of strategies to evaluate the state EHDI programs. The Tennessee core team developed the following measurable objectives to reduce loss to follow-up: 1) Provide training to utilize the assistance of audiology interns at the University of TN for follow-up phone calls to families and providers-targeting Memphis, which is a high risk area in the state for poverty and prematurity; 2) Create a hearing

follow-up check list to pilot with Vanderbilt University patient families; 3) Establish a child find partnership with the Women, Infants, and Children (WIC) Program for flagging children's WIC files for follow-up hearing appointments via the Health Department; and 4) Create state-wide public awareness materials for hospital packets in Middle TN for the "Welcome Baby" and "Kids Central" projects lead by the Governor's Children's Cabinet.

In FFY 2012-13, newborn hearing screening follow-up activities were provided to 2,184 infants out of 76,658 infants (2.85%) who failed their first screen in the hospital. Of those infants, 68 (3.11%) were referred to TEIS with a hearing loss. Fifty-nine infants were enrolled in TEIS for services; 34 before the age of six months.

5. Screening Tools And Referral Training (START)

Since 2007, the Lead Agency has had an ongoing partnership with the Tennessee Chapter of the American Academy of Pediatrics (TNAAP) for the purpose of increasing early identification and referral of children with developmental delays or behavioral problems using standardized screening tools. Medical personnel represent a primary referral source for TEIS. The START Program (Screening Tools and Referral Training), funded by the Department of Education since July 1, 2010, is an educational program developed by TNAAP to help pediatric care providers (including pediatricians, family physicians, physician assistants, nurse practitioners, nurses, and others) learn skills and strategies to implement routine developmental screening using standardized screening tools as part of routine health care procedures. The Program is delivered by pediatricians and family physicians trained to teach this program. A TEIS-POE representative is present at all regional trainings to deliver a portion of the training specific to the TEIS referral process. Specific information about the START Program may be found at the following website:

www.tnaap.org/DevBehScreening/aboutSTART.htm For FFY 2012-2013, 77 physicians; 107 staff and allied medical professionals; and 334 Allied Health/medical students were trained within three pediatric practices, two family practices, four allied health practices (nurse practitioners, physician assistants) and 15 medical schools.

Part C State Annual Performance Report (APR) for FFY 2012-13

Overview of the Annual Performance Report Development:

Refer to Overview of the APR Development, page 3.

Monitoring Priority: Early Intervention Services In Natural Environments

Indicator 1: Percent of infants and toddlers with IFSPs who receive the early intervention services on their IFSPs in a timely manner.

(20 U.S.C. 1416(a)(3)(A) and 1442)

Measurement:

Percent = [(# of infants and toddlers with IFSPs who receive the early intervention services on their IFSPs in a timely manner) divided by the (total # of infants and toddlers with IFSPs)] times 100.

Account for untimely receipt of services, including the reasons for delays.

Tennessee's definition for "timely services": no longer than 30 calendar days from the date of parent consent on an IFSP for a service.

$$97.81\% = 5100/5214 \times 100$$

FFY	Measurable and Rigorous Target
2012-13	100%

Actual Target Data for FFY 2012-13:

97.81% (5100) of 5214 infants and toddlers received timely new services initiated during the fiscal year on any IFSP type (initial, six-month review, annual, and review change). Data account for the timely receipt of all services for a child rather than individual services. For example, if a child had three new services initiated on an IFSP and any one of the three was delivered untimely, the child had untimely service delivery.

FFY 2012-13 data from the Tennessee Early Intervention Data System (TEIDS) included full census data for all Part C eligible infants and toddlers across all IFSP types (i.e., initial, six-month review, annual, review change). Monthly data were compiled by the nine Point of Entry (POE) Data Managers and were reviewed by TEIS-POE leadership prior to submission to the Early Childhood IDEA Programs (ECIP), Part C Monitoring Coordinator. TEIS-POE data reports accounted for reasons of untimely service delivery (i.e., family or system). A subsequent review of data was completed by ECIP monitoring personnel in order to verify reasons for untimely service delivery determined by POE Data Managers.

Delays due to exceptional family circumstances documented in the child's record were included in both the numerator and denominator when calculating performance for timely service delivery.

Total # Infants/Toddlers with Delivered Services	# of Infants/Toddlers with Timely Services	# of Infants/Toddlers with Untimely Services Due to Exceptional Family Circumstances	Total # of Infants/Toddlers with Timely Delivered Services
5214	4779	321	5100

Documented exceptional family circumstances for delay include child/family sickness, family vacation, family's preferred scheduling, etc. System issues identified for delay include difficulty in assigning an early interventionist who

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can accommodate the family's schedule, provider/vendor delays in beginning services, waiting for physician or medical authorization, and lack of provider or TEIS-POE documentation.

Measurement:

- Number of Infants/Toddlers with Timely Delivered Services (5100) = # of Infants/Toddlers with Timely Delivered Services (4779) + # of Infants/Toddlers with Untimely Services Due to Exceptional Family Circumstances (321)
- Percentage of Infants/Toddlers with Timely Delivered Services (97.81%) = Total # of Infants/Toddlers with Timely Delivered Services (5100) / Total # of Infants/Toddlers with Delivered Services (5214) x 100.

The Tennessee Early Intervention Data System (TEIDS) provides early intervention service providers (i.e., Early Intervention Resource Agencies [EIRAs] and vendors) the capability to internally audit their timeliness of IFSP service delivery.

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for FFY 2012-13:

The Lead Agency reports slight slippage from FFY 2011-12 for Indicator 1. Data for FFY 2012-13 reveals that 97.81% of children had timely delivery of services. In FFY 2011-12 the percentage was 98.38%. This represents a 0.57 % decrease from FFY 2011-12.

Status of FFY 2011-12 Findings

All nine EIS programs were monitored during FFY 2011-12. Two findings (GN and MD) of noncompliance were made relative to Indicator 1 through annual monitoring. ECIP monitoring personnel have verified the timely correction (i.e., within one year from date written finding was issued) of the two findings.

There was one additional finding (GN) of noncompliance made related to an administrative complaint specific to IFSP service delivery for a particular child. ECIP monitoring personnel have verified the timely correction of this finding made through the administrative complaint process.

This information is reported in the Indicator 9 Worksheet. Monitoring personnel verified that EIS programs are correctly implementing the specific regulatory requirements and have initiated services for each infant and toddler, although late, unless the child was no longer within the jurisdiction of TEIS.

The Lead Agency utilizes direction from both OSEP's 09-02 Memorandum and OSEP's FAQs Regarding Identification and Correction of Noncompliance and Reporting on Correction in the State Performance Plan/ Annual Performance Report (9-3-08) when determining correction of noncompliance. TEIS verifies the correction of all child-level noncompliance (if applicable) and subsequently reviews additional data to assure correct implementation of the regulatory requirements. Information regarding how the Lead Agency implements the two-prong approach for determining correction of noncompliance is detailed in Indicator 9 which addresses the state's system for general supervision.

Correction of FFY 2011-12 Findings of Noncompliance Timely Corrected (corrected within one year from identification of the noncompliance)

7. Number of findings of noncompliance that state made during FFY 2011 (the period from July 1, 2011 through June 30, 2012)	2
8. Number of findings the state verified as timely corrected (corrected within one year from the date of notification to the EIS programs of the finding)	2
9. Number of findings not verified as corrected within one year [(1) minus (2)]	0

FFY 2012-13 Findings of Noncompliance

All nine EIS programs were monitored during FFY 2012-13. There was one finding (ET) of noncompliance made relative to Indicator 1. ECIP monitoring personnel have already verified the timely correction of the child level noncompliance and reviewed additional information to verify the correct implementation of the regulatory requirements.

Improvement Activities/Timelines/Resources – FFY 2012-13 - Updates

There were no new improvement activities initiated for the FFY 2012-13 reporting period.

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Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for FFY 2012-13:

The federal Office of Special Education Programs (OSEP) is not requiring revisions for this APR section as this is the final report for the current federal cycle. A new reporting cycle for the SPP/APR will begin with FFY 2013-14 data. The first report will be submitted February 2015.

Part C State Annual Performance Report (APR) for FFY 2012-13

Overview of the Annual Performance Report Development:

Refer to Overview of the APR Development, page 3.

Monitoring Priority: Early Intervention Services In Natural Environments

Indicator 2: Percent of infants and toddlers with IFSPs who primarily receive early intervention services in the home or community-based settings.

(20 U.S.C. 1416(a)(3)(A) and 1442)

Measurement: Percent = [(# of infants and toddlers with IFSPs who primarily receive early intervention services in the home or community-based settings) divided by the (total # of infants and toddlers with IFSPs)] times 100.

82.45% = 3270/3966X 100

FFY	Measurable and Rigorous Target
2012-13	85.04% Home and Community

Actual Target Data for FFY 2012-13:

82.45% (3270) of 3966 infants and toddlers primarily received early intervention services in home and community settings as reported in federal 618 data for program settings (Table 2) on December 1, 2012. The Lead Agency did not meet the state target for this reporting period.

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for FFY 2012-13:

As originally reported in the February 1, 2008 APR (FFY 2006-07), the Tennessee Early Intervention Data System (TEIDS) contains a validation which requires a statement of justification be completed on an IFSP whenever services are provided outside the natural environment (i.e., home or community settings). This TEIDS validation assures the presence of a statement of justification.

The Lead Agency reports slippage of 1.4% in the number of infants and toddlers who received IFSP services in home and community settings from the previous year. There has been a gradual slippage for this indicator over the past few years: 84.11% in FFY 2010-11, 83.85% in FFY 2011-12, and 82.45% in FFY 2012-13. The Lead Agency is actively seeking explanations for the slippage. In addition to examining the data and reviewing setting differences by POE, by child age, December 1 child counts vs. "all children served during the year counts;" the Lead Agency is also trying to discern how more complex pressures are affecting settings. For example, what is the effect of distance to services on service settings in urban, suburban, and rural locations? Is there an effect on a child's longevity in the Part C program based on setting? What are parental preferences for services settings? These more complex questions are challenging to understand and evaluate within the system. At this point the Lead Agency is seeking answers to the above questions and other pertinent information to explain: a) if a settings problem truly exists; b) under what circumstances setting slippage (and/or variance) is most pronounced; and/or c) whether the minor slippage is based on factors within or outside of TEIS influence.

Improvement Activities/Timelines/Resources – FFY 2012-13 Updates

There were no new improvement activities initiated for the FFY 2012-13 reporting period.

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Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for FFY 2012-13:

The federal Office of Special Education Programs (OSEP) is not requiring revisions for this APR section as this is the final report for the current federal cycle. A new reporting cycle for the SPP/APR will begin with FFY 2013-14 data. The first report will be submitted February 2015.

Part C State Annual Performance Report (APR) for FFY 2012-13

Overview of the Annual Performance Report Development:

Refer to Overview of the APR Development, page 3.

Monitoring Priority: Early Intervention Services In Natural Environments

Indicator 3: Percent of infants and toddlers with IFSPs who demonstrate improved:

- A. Positive social-emotional skills (including social relationships);
- B. Acquisition and use of knowledge and skills (including early language/ communication); and
- C. Use of appropriate behaviors to meet their needs.

(20 U.S.C. 1416(a)(3)(A) and 1442)

Measurement:

A. Positive social-emotional skills (including social relationships):

- a. Percent of infants and toddlers who did not improve functioning = $[(\# \text{ of infants and toddlers who did not improve functioning}) \div (\# \text{ of infants and toddlers with IFSPs assessed})] \times 100$.
- b. Percent of infants and toddlers who improved functioning but not sufficient to move nearer to functioning comparable to same-aged peers = $[(\# \text{ of infants and toddlers who improved functioning but not sufficient to move nearer to functioning comparable to same-aged peers}) \div (\# \text{ of infants and toddlers with IFSPs assessed})] \times 100$.
- c. Percent of infants and toddlers who improved functioning to a level nearer to same-aged peers but did not reach it = $[(\# \text{ of infants and toddlers who improved functioning to a level nearer to same-aged peers but did not reach it}) \div (\# \text{ of infants and toddlers with IFSPs assessed})] \times 100$.
- d. Percent of infants and toddlers who improved functioning to reach a level comparable to same-aged peers = $[(\# \text{ of infants and toddlers who improved functioning to reach a level comparable to same-aged peers}) \div (\# \text{ of infants and toddlers with IFSPs assessed})] \times 100$.
- e. Percent of infants and toddlers who maintained functioning at a level comparable to same-aged peers = $[(\# \text{ of infants and toddlers who maintained functioning at a level comparable to same-aged peers}) \div (\# \text{ of infants and toddlers with IFSPs assessed})] \times 100$.

If $a + b + c + d + e$ does not sum to 100%, explain the difference.

B. Acquisition and use of knowledge and skills (including early language/communication):

- a. Percent of infants and toddlers who did not improve functioning = $[(\# \text{ of infants and toddlers who did not improve functioning}) \div (\# \text{ of infants and toddlers with IFSPs assessed})] \times 100$.
- b. Percent of infants and toddlers who improved functioning but not sufficient to move nearer to functioning comparable to same-aged peers = $[(\# \text{ of infants and toddlers who improved functioning but not sufficient to move nearer to functioning comparable to same-aged peers}) \div (\# \text{ of infants and toddlers with IFSPs assessed})] \times 100$.
- c. Percent of infants and toddlers who improved functioning to a level nearer to same-aged peers but did not reach it = $[(\# \text{ of infants and toddlers who improved functioning to a level nearer to same-aged peers but did not reach it}) \div (\# \text{ of infants and toddlers with IFSPs assessed})] \times 100$.
- d. Percent of infants and toddlers who improved functioning to reach a level comparable to same-aged peers = $[(\# \text{ of infants and toddlers who improved functioning to reach a level comparable to same-aged peers}) \div (\# \text{ of infants and toddlers with IFSPs assessed})] \times 100$.
- e. Percent of infants and toddlers who maintained functioning at a level comparable to same-aged peers = $[(\# \text{ of infants and toddlers who maintained functioning at a level comparable to same-aged peers}) \div (\# \text{ of infants and toddlers with IFSPs assessed})] \times 100$.

If $a + b + c + d + e$ does not sum to 100%, explain the difference.

C. Use of appropriate behaviors to meet their needs:

- a. Percent of infants and toddlers who did not improve functioning = $[(\# \text{ of infants and toddlers who did not improve functioning}) \div (\# \text{ of infants and toddlers with IFSPs assessed})] \times 100$.
- b. Percent of infants and toddlers who improved functioning but not sufficient to move nearer to functioning comparable to same-aged peers = $[(\# \text{ of infants and toddlers who improved functioning but not sufficient to move nearer to functioning comparable to same-aged peers}) \div (\# \text{ of infants and toddlers with IFSPs assessed})] \times 100$.
- c. Percent of infants and toddlers who improved functioning to a level nearer to same-aged peers but did not reach it = $[(\# \text{ of infants and toddlers who improved functioning to a level nearer to same-aged peers but did not reach it}) \div (\# \text{ of infants and toddlers with IFSPs assessed})] \times 100$.
- d. Percent of infants and toddlers who improved functioning to reach a level comparable to same-aged peers = $[(\# \text{ of infants and toddlers who improved functioning to reach a level comparable to same-aged peers}) \div (\# \text{ of infants and toddlers with IFSPs assessed})] \times 100$.
- e. Percent of infants and toddlers who maintained functioning at a level comparable to same-aged peers = $[(\# \text{ of infants and toddlers who maintained functioning at a level comparable to same-aged peers}) \div (\# \text{ of infants and toddlers with IFSPs assessed})] \times 100$.

Summary Statements for Each of the Three Outcomes:

Summary Statement 1: Of those infants and toddlers who entered or exited early intervention below age expectations in each Outcome, the percent who substantially increased their rate of growth by the time they turned 3 years of age or exited the program.

Measurement for Summary Statement 1: Percent = $[\# \text{ of infants and toddlers reported in progress category (c)} + \# \text{ of infants and toddlers reported in category (d)}] \div [\# \text{ of infants and toddlers reported in progress category (a)} + \# \text{ of infants and toddlers reported in progress category (b)} + \# \text{ of infants and toddlers reported in progress category (c)} + \# \text{ of infants and toddlers reported in progress category (d)}] \times 100$.

Summary Statement 2: The percent of infants and toddlers who were functioning within age expectations in each Outcome by the time they turned 3 years of age or exited the program.

Measurement for Summary Statement 2: Percent = $[\# \text{ of infants and toddlers reported in progress category (d)} + \# \text{ of infants and toddlers reported in progress category (e)}] \div [\# \text{ of infants and toddlers reported in progress categories (a)} + (\# \text{ of infants and toddlers reported in progress categories (b)} + (\# \text{ of infants and toddlers reported in progress categories (c)} + (\# \text{ of infants and toddlers reported in progress categories (d)} + (\# \text{ of infants and toddlers reported in progress categories (e)}))] \times 100$.

Target Data and Actual Data for FFY 2012-13:

FFY 2012-13 was the third full year in which Early Childhood Outcomes (ECO) data (entrance and exit) were collected from all nine TEIS Point of Entry offices (TEIS-POEs). Since FFY 2010, ECO data have been collected in the Tennessee Early Intervention Data System (TEIDS) based upon the seven-point scale of the ECO Child Outcomes Summary Form (COSF). The Lead Agency calculates and reports only on children that have been in TEIS a minimum of 6 months (defined as 183 calendar days between entry [ECO entrance date] and exit [ECO exit date]).

Outcome entrance ratings are made by the IFSP team using assessment/evaluation, eligibility, and parent information at the initial IFSP meeting. Statewide, assessment/evaluation information is obtained from the Battelle Developmental Inventory-2 (BDI-2). Outcome exit ratings are made by the IFSP team at a review change or transition meeting for children who have been in early intervention services for a minimum of 6 months prior to exit or at three years of age. Exit data from Part C are utilized by several Local Education Agencies (LEAs) as entry data for children who are determined eligible for Part B, preschool special education services.

Targets and Actual Data for Part C Children Exiting in FFY 2012-13

Summary Statements	Targets FFY 2012-13 (% of children)	Actual FFY 2012-13 (% of children)	Actual FFY 2011-12 (% of children)
Outcome A: Positive social-emotional skills (including social relationships)			
1. Of those children who entered or exited the program below age expectations in Outcome A, the percent who substantially increased their rate of growth by the time they exited the program Formula: c+d/ a+b+c+d	74.9%	70.99% N = 1632	84.8% N = 951

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2. The percent of children who were functioning within age expectations in Outcome A by the time they exited the program Formula: d+e/ a+b+c+d+e	47.4%	34.13% N =1632	42.5% N = 951
Outcome B: Acquisition and use of knowledge and skills (including early language/communication and early literacy)			
1. Of those children who entered or exited the program below age expectations in Outcome B, the percent who substantially increased their rate of growth by the time they exited the program Formula: c+d/ a+b+c+d	78.4%	74.62% N = 1633	86.2% N = 988
2. The percent of children who were functioning within age expectations in Outcome B by the time they exited the program Formula: d+e/ a+b+c+d+e	45.2%	35.46% N =1633	42.1% N =988
Outcome C: Use of appropriate behaviors to meet their needs			
1. Of those children who entered or exited the program below age expectations in Outcome C, the percent who substantially increased their rate of growth by the time they exited the program Formula: c+d/ a+b+c+d	76.9%	77.44% N= 1635	89.0% N= 999
2. The percent of children who were functioning within age expectations in Outcome C by the time they exited the program Formula: d+e/ a+b+c+d+e	49.4%	34.68% N = 1635	40.3% N = 999

Progress Data for Part C Children for FFY 2012-13

3A: Positive social-emotional skills (including social relationships).	Actual FFY 2012-13 (# and % of children)		Actual FFY 2011-12 (# and % of children)	
a. Percent of children who did not improve functioning.	26	1.59%	13	1.4%
b. Percent of children who improved functioning, but not sufficient to move nearer to functioning comparable to same-aged peers.	403	24.69%	116	12.2%
c. Percent of children who improved functioning to a level nearer to same-aged peers, but did not reach it.	646	39.58%	418	44.0%
d. Percent of children who improved functioning to reach a level comparable to same-aged peers.	404	24.75%	304	32.0%
e. Percent of children who maintained functioning at a level comparable to same-aged peers.	153	9.38%	100	10.5%
Total	1632	100%	N = 951	100%

3B: Acquisition and use of knowledge skills (including early language).	Actual FFY 2012-13 (# and % of children)		Actual FFY 2011-12 (# and % of children)	
a. Percent of children who did not improve functioning.	18	1.10%	11	1.1%
b. Percent of children who improved functioning, but not sufficient to move nearer to functioning comparable to same-aged peers.	368	22.54%	114	11.5%
c. Percent of children who improved functioning to a level nearer to same-aged peers, but did not reach it.	668	40.91%	447	45.2%
d. Percent of children who improved functioning to reach a level comparable to same-aged peers.	467	28.60%	335	33.9%
e. Percent of children who maintained functioning at a level comparable to same-aged peers.	112	6.86%	81	8.2%
Total	1633	100%	N=988	100%

3C: Use of appropriate behaviors to meet their needs.	Actual FFY 2012-13 (# and % of children)		Actual FFY 2011-12 (# and % of children)	
a. Percent of children who did not improve functioning.	16	0.98%	11	1.1%
b. Percent of children who improved functioning, but not sufficient to move nearer to functioning comparable to same-aged peers.	333	20.37%	92	9.2%
c. Percent of children who improved functioning to a level nearer to same-aged peers, but did not reach it.	719	43.98%	493	49.3%
d. Percent of children who improved functioning to reach a level comparable to same-aged peers.	479	29.30%	338	33.8%

3C: Use of appropriate behaviors to meet their needs.	Actual FFY 2012-13 (# and % of children)		Actual FFY 2011-12 (# and % of children)	
e. Percent of children who maintained functioning at a level comparable to same-aged peers.	88	5.38%	65	6.5%
Total	1635	100%	N =999	100%

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for FFY 2012-13:

The Lead Agency reports slippage in FFY 2012-13 ECO data from FFY 2011-12 ECO data. The state did not meet its targets in five of the six Summary Statements across the three Outcomes. The target for Outcome C, Summary Statement 1 was exceeded. In FFY 2012-13 there was a 61% (1635) increase in complete records (i.e., children with both entrance and exit Child Outcomes Summary Forms [COSF] compared with 999 complete records in FFY 2011-12.

Outcomes A, B, and C do not share the same denominator. There were incidences where the ECO entrance and exit ratings were not collected across all three outcomes for a child. For FFY 2012-13 there is a three record difference across Outcomes A, B, and C. This does, however, represent a significant improvement compared to the 48 record difference in FFY 2011-12. The issue of collecting ECO ratings across all three Outcomes was highlighted during the statewide ECO training describe further below.

Although there was slippage from the state's targets, an analysis of the data revealed that results for Summary Statement 1 across all three Outcomes measures moved closer to national trend data for FFY 2011-12 (national trend data: Outcome A, 65%, Outcome B, 70%, and Outcome C, 72%). It is unclear to date whether this change is of significance. This is an area the Lead Agency will continue to closely monitor.

In March 2013, the Lead Agency provided expanded ECO training to TEIS-POE staff on the correct methods of evaluating/assessing child entrance/exit ratings, and accurate determination of Child Outcomes Summary Form (COSF) scores. Anecdotal feedback from training identified incidences where children were rated higher but those higher ratings were less valid. It is anticipated that it will take several years to see the full effect of the training due to the original entrance ratings of many children being completed prior to the expanded training.

The Lead Agency conducted a full analysis of ECO data at the end of the fiscal year to determine continued measures to improve both data collection for all eligible children and the quality of completed ECO determinations. Based upon this analysis the following improved procedures have been implemented:

1. As was done during FFY 2012-13, the State Data Manager will continue to provide data to each TEIS-POE on the status of ECO records at least three times a year for the district leadership's review and management of data entry. Completion and quality of ECO data collection are a component of staff performance through SMART Job Plans; and as of spring 2013 ECO data are factored into annual EIS program determinations. Refer to the Overview of the APR, p. 4 for further information about SMART Job Plans and EIS program determinations.
2. Participants of statewide training in February-March 2013 provided positive comments confirming an increased understanding of COSF data collection processes and overall COSF data validity. The Early Childhood IDEA Programs (ECIP) training team has now added annual ECO training to their training calendar. ECO training has been previously conducted, but the COSF data need was identified through this review to provide training on an annual basis. Future annual trainings will be based upon needs identified from the review of ECO data.
3. In August 2013, validation was added to the state's Tennessee Early Intervention Data System (TEIDS) which does not allow an initial IFSP to be saved as final without completed ECO entrance data.
4. Also in August, a similar validation was added such that a record for a child who has an IFSP and who has received early intervention services more than six months cannot be closed unless ECO exit data have been collected and entered into TEIDS.
5. In October 2013 ECIP filled a new staff position with a primary focus on early childhood outcomes to coordinate efforts across both Part C and Part B, 619.
6. Beginning January 2014 ECO progress data are collected every six months by seven TEIS-POEs. This practice will begin in the remaining two TEIS-POEs, spring 2014. This information will provide the IFSP team with another opportunity for progress discussion at the time of the IFSP meeting and will help ensure the Lead

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Agency has ECO exit data should a family leave the system without notice (ex., move out of state without notice, attempts to contact family unsuccessful, etc.).

Improvement Activities/Timelines/Resources – FFY 2012-13 Updates

Activity/ Action	Timelines	Resources	Status
<p>Pilot Program in one TEIS district to:</p> <ol style="list-style-type: none"> 1.) Utilize the Battelle Developmental Inventory-2 (BDI-2) evaluation tool as one component for ECO exit discussions with families. 2.) Utilize BDI-2 z-scores along with the Early Childhood Outcomes (ECO) Center's crosswalk tool to help calibrate a consistent developmental anchoring point for discussions with families in determining ECO exit ratings. 3.) Provide LEAs (Part B, 619) within the pilot POE with the following TEIS (Part C) exit information for their possible use in ECO entrance discussions and rating decisions: <ul style="list-style-type: none"> • BDI-2 exit evaluation • ECO exit ratings <p>Measures for determining Pilot outcome:</p> <ul style="list-style-type: none"> • Review data collections pre- and post-across TEIS and LEA individuals participating in the Pilot for increased consistency in TEIS exit and LEA entrance data collection as a result of using the BDI-2 as a component for ECO rating discussions. Review level of variance across Part C exit and Part B, 619 entrance data collections. • Survey TEIS and LEA Pilot participants regarding usefulness and efficiency of processes utilizing: <ol style="list-style-type: none"> a) BDI-2 evaluation for assisting with ECO rating discussions; b) BDI-2 z-scores and ECO crosswalk tool as a developmental anchoring point for ECO discussions; and c) Sharing TEIS exit BDI-2 evaluations and ECO ratings as a possible resource for LEAs in ECO entrance data discussions. 	Begin Fall 2012	Early Childhood IDEA Programs personnel (both Part C and Part B, 619), TEIS staff in the Northwest (NW) office, 11 LEAs within the TEIS-NW District	<p>Activity completed.</p> <p>Joint training was provided in November 2012. The pilot began in January 2013.</p> <p>Six months of pilot data yielded a small number of preschool age records ($n < 15$). This small n does not allow confident analysis to determine the effectiveness of the pilot program. Few records were available due to the multiple processes that needed to occur for any single record to be eligible for ECO exit collection (Part C) and ECO entrance collection (Part B, 619). Specifically all eligible records needed to have a BDI-2 administered by TEIS with a provider specifically trained in the BDI-2. Also, the child must have been eligible for Part B, 619 and must have had the BDI-2 administered by an LEA provider also trained in the BDI-2. Training occurred throughout the 2012-13 school year.</p> <p>Survey data collected from both Part C and Part B, 619 pilot participants were positive. Respondents encouraged the pilot process to continue. Eight additional LEAs will be invited to participate in the pilot program, thus expanding the data collection from 11 LEAs to 19 LEAs in FFY 2013-14.</p>
<p>Develop and deliver joint statewide ECO training to TEIS and LEAs. Training development was informed by a statewide TEIS and LEA survey specific to ECO understanding and training needs along with a review of FFY 2010-12 ECO data.</p> <p>Training will address:</p> <ul style="list-style-type: none"> • Purpose of data collection (closing student achievement gap and early 	Spring 2013	ECIP personnel (both Part C and Part B, 619)	<p>Activity completed.</p> <p>Joint training was provided regionally in February and March 2013. Training included a component where TEIS and LEAs were together and then later separated for age specific information (i.e.,</p>

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Activity/ Action	Timelines	Resources	Status
childhood school readiness); <ul style="list-style-type: none"> • Determining quality ECO ratings; • ECO data collection procedures; • Integrating ECO into the IFSP process; and • Using ECO reports to verify data. 			early intervention and preschool). ECIP training team has incorporated annual training into their regular training schedule. The focus of annual training will be partially informed by a review of annual ECO data results and analysis.
Share twice yearly data report with TEIS-POEs that address probable data entry issues such as early/late entry dates, impossible outcome scores, missing exit ratings, etc.	Begin FFY 2012-2013	TEIS State Data Manager, TEIS Data Manager, TEIS District Administrators	Activity completed, now integrated into routine processes and is on-going.

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for FFY 2012-13:

The federal Office of Special Education Programs (OSEP) is not requiring revisions for this APR section as this is the final report for the current federal cycle. A new reporting cycle for the SPP/APR will begin with FFY 2013-14 data. The first report will be submitted February 2015.

Part C State Annual Performance Report (APR) for FFY 2012-13

Overview of the Annual Performance Report Development:

Refer to Overview of the APR Development, page 3.

Monitoring Priority: Early Intervention Services In Natural Environments

Indicator 4: Percent of families participating in Part C who report that early intervention services have helped the family:

- A. Know their rights;
- B. Effectively communicate their children's needs; and
- C. Help their children develop and learn.

(20 U.S.C. 1416(a)(3)(A) and 1442)

Measurement:

- A. Percent = [(# of respondent families participating in Part C who report that early intervention services have helped the family know their rights) divided by the (# of respondent families participating in Part C)] times 100.
- B. Percent = [(# of respondent families participating in Part C who report that early intervention services have helped the family effectively communicate their children's needs) divided by the (# of respondent families participating in Part C)] times 100.
- C. Percent = [(# of respondent families participating in Part C who report that early intervention services have helped the family help their children develop and learn) divided by the (# of respondent families participating in Part C)] times 100.

4A. 95.22% = 658/691 x 100 → Exceeded State Target

4B. 94.06% = 649/690 x 100 → Exceeded State Target

4C. 96.82% = 670/692 x 100 → Exceeded State Target

Target Data and Actual Target Data for FFY 2012-13:

Target Data and Actual Target Data	FFY 2012-13 Target	FFY 2012-13 Actual Data	
A. Know their rights	95.01%	658/691	95.22%
B. Effectively communicate their children's needs	90.01%	649/690	94.06%
C. Help their children develop and learn	94.01%	670/692	96.82%

4A. The State exceeded its target for this indicator measurement.

4B. The State exceeded its target for this indicator measurement.

4C. The State exceeded its target for this indicator measurement.

The Lead Agency administers a census family survey. All families of Part C eligible infants and toddlers in Tennessee with active IFSPs who had been in the Part C system for a minimum of six months were eligible and contact was attempted to administer the survey. Point in time family contact information was pulled on March 18, 2013. Contact information (i.e., addresses) was pulled from Tennessee Early Intervention Data System (TEIDS) for all families across the nine TEIS-POEs. Two options for families to complete the survey were provided: an online survey and a hard copy sent through the mail. Both options included English and Spanish formats. Families with email addresses in TEIDS were sent an email notifying them of the availability of the online survey and inviting them to complete the online survey. Three reminder emails regarding the online survey option were sent. Paper surveys were then mailed to families not yet responding to the online survey and to those without email addresses. The online option continued to be made available throughout the entire administration period, April through June 2013. Checks were conducted so duplicate (paper and online) responses were not included in the final results.

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East Tennessee State University (ETSU) personnel administered the family survey. Utilizing ETSU resources and online collection ensured consistent data administration and survey management. A contact phone number and email address was provided to responding families should they have questions. There were a few incidences where families made contact for assistance. When surveys were returned undeliverable but with a forwarding address, surveys were resent. The Lead Agency will continue to contract with ETSU to administer the family survey online and through the mail for FFY 2013-14.

Since FFY 2008-09, Tennessee has utilized a modified version of the Part C Family Survey developed through the National Center for Special Education Accountability Monitoring (NCSEAM). This version of the family survey was attached in the FFY 2008-09 Annual Performance Report (APR) submitted February 1, 2010.

For FFY 2012-13, family surveys (2407) were disseminated to every family of an eligible child receiving IFSP services for at least six months at the time of survey distribution. There were 694 (28.83%) families providing useable responses. Of the 694 respondents, 275 (39.63%) responded online and 419 (60.37%) responded through mail. Survey responses were received from families across all nine districts.

A representativeness analysis comparing the pool of respondents to the population was conducted across a number of parent items. Even the lowest scoring survey item (not used to calculate A, B, or C above) generated a 99% confidence level with a minimum margin of error of 2.71. This means that if the same question was asked of the entire population the confidence level would be 99% that the results from the entire population would be within a range of plus or minus 2.71 points of the results generated from the actual FFY 2012-13 respondents. These results were determined using the "Sample Size Calculator" at <http://www.surveysystem.com/sscalc.htm>.

The Lead Agency reviewed family survey results by majority and minority race/ethnicity respondent groups. Due to the smaller numbers of potential respondents and actual responses by minority race/ethnicities (American Indian, Asian, Black, Hawaiian/Pacific Islander, Hispanic, and Multiple Races) these groups were combined and compared with the majority race/ethnicity (White). Race/ethnicity analysis revealed some differences in response rate and margin of error between White and the combined minority group. The response rate for White respondents was 33.16% (560 out of 1689) compared to the combined minority response rate of 18.66% (134 out of 718). Additionally, the margin of error (at 99% confidence) across items 4A, 4B, 4C ranged from 1.62 – 2.23 for the White subgroup and from 3.00 – 3.45 for the combined minority group.

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for FFY 2012-13:

While the state continued to exceed state targets for FFY 2012-13, the Lead Agency reports minor changes for overall survey results from FFY 2011-12. One of the three sub-indicators (4A) had a decrease of just over one percent when compared to FFY 2011-12 data. Two of the sub-indicators (4B and 4C) had increases of less than one percent. These shifts are considered minor as they are well within the margins of error noted above. There was 2.13% increase in the survey response rate from the previous year; FFY 2011-12 (26.7%) and FFY 2012-13 (28.83%).

Improvement Activities/Timelines/Resources – FFY 2012-2013 Updates

Activity/ Action	Timelines	Resources	Activity Status
Explore incorporating the family survey into the Tennessee Early Intervention Data System (TEIDS) for annual survey data collection. This would entail developing a new TEIDS screen where families would have the ability to log into TEIDS in response to the survey. In order to protect confidentiality, data would only be accessible at the state level within the child's early intervention record. Procedures for data collection would remain the same as described above with the exception of the ability to collect and house the data directly in TEIDS. It is anticipated that this TEIDS improvement will enable the state in the future to analyze and correlate family survey results with early childhood outcomes data as both data sets will be within TEIDS. The Lead Agency also anticipates access to TEIDS for the completion of the family survey may positively impact overall survey response rates.	Spring 2012	ECIP Director, ECIP State Data Manager, Yahasoft Contractor, ETSU Contract staff, Part C Monitoring Coordinator	Activity revised. Due to procurement delays, the Lead Agency is in process with current contractor (East TN State University) to modify survey administration for a year around survey access.

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Though there was a slight increase in survey respondents, there were a low number of respondents from minority race/ethnicities which impacted overall representativeness. The state reviewed the effectiveness of SPP/APR targets and improvement activities, including timelines and resources for Indicator 4. This review resulted in the development of activities detailed below. The Lead Agency will continue to implement ongoing activities noted in the SPP along with these new activities.

Improvement Activities/Timelines/Resources established FFY 2013 (2013-2014)

Activity/ Action	Timelines	Resources
<p>Family Survey for FFY 2013-14:</p> <ol style="list-style-type: none"> 1. Notify TEIS-POEs District Administrators when family survey has opened for online access 2. Provide TEIS-POE District Administrators with a copy of the family survey to share with TEIS Service Coordinators during the April District Administrators meeting 3. During upcoming meetings between April-June, Service Coordinators will inform families' about the availability of email and/or paper survey <p>It is anticipated this contact will increase families' awareness and importance of the family survey, thus increasing respondents across all race/ethnicities.</p>	April 2014	<p>ETSU personnel, ECIP Part C Monitoring Coordinator and staff, TEIS-POE District Administrators, TEIS Service Coordinators</p>
<p>Year round access to family survey:</p> <ol style="list-style-type: none"> 1. Work with ETSU to make online option for family survey available year round beginning summer of 2014 2. Upgrade Tennessee Early Intervention Data System (TEIDS) to contain printable copy of family survey (English and Spanish) 3. TEIS Service Coordinators will print the family survey providing it to families at each 6-month IFSP and annual IFSP review. During IFSP reviews Service Coordinators will briefly share the importance of the survey with the family, provide a cover letter detailing the online and paper submission options, and provide families with a return addressed/stamped envelope. <p>TEIS-POE District Administrators will be informed of this change in process and their office's role during the April District Administrator meeting. It is anticipated this new process will increase overall response rates for the family survey, thus impacting improved rates across all race/ethnicities.</p>	Begin, July 2014	<p>ETSU personnel, ECIP State Data Manager and other staff, TEIDS Contractor; TEIS-POE District Administrators, TEIS Service Coordinators</p>

Part C State Annual Performance Report (APR) for FFY 2012-13

Overview of the Annual Performance Report Development:

Refer to Overview of the APR Development, page 3.

Monitoring Priority: Effective General Supervision Part C / Child Find

Indicator 5: Percent of infants and toddlers birth to 1 with IFSPs compared to national data.

(20 U.S.C. 1416(a)(3)(B) and 1442)

Measurement:

Percent = [(# of infants and toddlers birth to 1 with IFSPs) divided by the (population of infants and toddlers birth to 1)] times 100 compared to national data.

0.74% = 583/78976 x 100 compared to National Average of 1.06%

FFY	Measurable and Rigorous Target
2012-13	0.89%

Actual Target Data for FFY 2012-13:

The U.S. Census Bureau's population estimate for infants and toddlers in Tennessee under the age of one was 78,976 for FFY 2012-13. The total number of infants and toddlers in Tennessee under the age of one with IFSPs on December 1, 2012, was 583 as reported in federal 618 Child Count Data. For FFY 2012-13 Tennessee reports 0.74% of infants and toddlers with IFSPs as compared to the national average of 1.06%. The Lead Agency did not meet the state target for this reporting period.

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for FFY 2012-13:

Tennessee reports slippage. The state had a decrease in infants served birth through one year of age and a minimal decrease in percentage of the population served. There was a decrease of 13 children served and a percentage change of 0.01 between FFY 2011-12 (596 infants and 0.75%) and FFY 2012-13 (583 infants and 0.74%). The national average increased 0.03% from 1.03% in FFY 2011-12 to 1.06% in FFY 2012-13.

Improvement Activities/Timelines/Resources – FFY 2012-13 Updates

Activity/ Action	Timelines	Resources	Activity Status
<p>The Lead Agency will implement a concerted child find and public awareness campaign in an effort to increase the number of infants and toddlers referred and ultimately served under the TEIS program. There are two components that will share the same measurement.</p> <p>1. Beginning in the fall of 2012 the Lead Agency will fund multiple proposed and selected local public service announcements (PSAs) and other child find efforts conducted through POEs and Early Intervention Resource Agencies (EIRAs). Agencies may work internally but will be encouraged to work with other agencies in and</p>	<p>Fall 2012 through Spring 2014</p>	<p>Early Childhood IDEA Program (ECIP) personnel, selected TEIS-POEs, EIRAs, local community and media outlets</p>	<p>1. Activity completed.</p> <p>EIRA public awareness proposals were reviewed January 2013. Approved proposals were funded for FFY 2013-14 contract year.</p>

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Activity/ Action	Timelines	Resources	Activity Status
<p>outside the broad early childhood program to create, increase and implement new and expanded child find efforts at both public and professional levels in their local areas. These child find efforts will be funded through a request for proposal process with funds directed to POEs and EIRAs. All child find products will be shared across all POEs for possible replication in other areas.</p> <p>2. The Lead Agency will fund statewide PSAs to create, increase and implement new and expanded child find efforts at both public and professional levels.</p> <p>Together local and statewide child find efforts will be measured for impact by comparing numbers of children referred and determined eligible at both the local POE and statewide level. Post PSA numbers will be compared to pre numbers to measure effectiveness. Local and statewide efforts will exist across the same areas simultaneously so measures of differentiated PSA effectiveness may not be possible. However, overall state and regional efforts will be reviewed across all POEs.</p>			<p>2. Activity implementation delayed.</p> <p>The EIRA funded proposals (activity #1 above) provided state coverage, also meeting the unique needs of their communities. ECIP staff delayed implementation of activity #2 until the impact of planned community-level activities can be assessed. A state-level PSA plan will be revisited Summer of 2014 when the EIRA contracts have expired and preliminary impact from activities can be assessed.</p>

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for FFY 2012-13:

The federal Office of Special Education Programs (OSEP) is not requiring revisions for this APR section as this is the final report for the current federal cycle. A new reporting cycle for the SPP/APR will begin with FFY 2013-14 data. The first report will be submitted February 2015.

Part C State Annual Performance Report (APR) for FFY 2012-13

Overview of the Annual Performance Report Development:

Refer to Overview of the APR Development, page 3.

Monitoring Priority: Effective General Supervision Part C / Child Find

Indicator 6: Percent of infants and toddlers birth to 3 with IFSPs compared to national data.

(20 U.S.C. 1416(a)(3)(B) and 1442)

Measurement:

Percent = [(# of infants and toddlers birth to 3 with IFSPs) divided by the (population of infants and toddlers birth to 3)] times 100 compared to national data.

1.66% = 3966/239040 x 100 compared to the National Average of 2.77%

FFY	Measurable and Rigorous Target
2012-13	2.37%

Actual Target Data for FFY 2012-13:

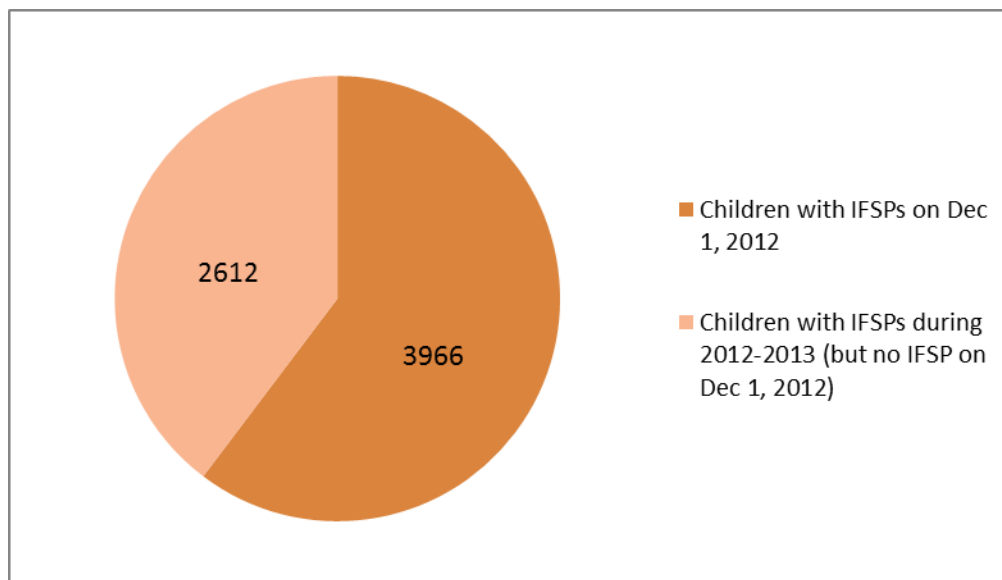
The U.S. Census Bureau's population estimates for infants and toddlers in Tennessee birth through two years of age was 239,040 for FFY 2012-13. The total number of infants and toddlers in Tennessee birth through two years of age with IFSPs on December 1, 2012, was 3,966 as reported in the federal 618 Child Count Data. For FFY 2012-13 Tennessee reports 1.66% of infants and toddlers with IFSPs as compared to the national average of 2.77%. The Lead Agency did not meet the state target for this reporting period.

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for FFY 2012-13:

Tennessee reports slight slippage. The state did not meet its state target or the national average. The State also had a decrease in the number of infants and toddlers reported on the federal December 1, 2012 Child Count, birth through 2 years, from the previous fiscal year: 3,966 on December 1, 2012 and 4,000 on December 1, 2011. Even though there was a decrease of 34 children the percentage of infants and toddlers with IFSPs on December 1st remained basically unchanged: from 1.68% in FFY 2011-12 and 1.66% in FFY 2012-13. The state and national average both decreased 0.02% from the previous year.

When providing information within the state (i.e., Commissioners, Legislators, other state departments, SICC, early intervention stakeholders, etc.) regarding the number of infants and toddlers served birth through two years of age for a fiscal year, the Lead Agency reports the total number of children served with an IFSP at any time in a fiscal year. This is a more accurate number than the numerical "snapshot" of children with IFSPs reported on December 1st. As can be seen in the figure below, the total number of children with IFSPs for FFY 2012-13 was 6,578. There were 2,612 children not counted on the federal December 1 Child Count. These additional children all had active IFSPs in FFY 2012-13 but either exited before December 1, 2012 or had IFSP development after that date through the end of the fiscal year.

Children with an IFSP Served by TEIS in FFY 2012-13



Moreover, Tennessee's Early Intervention System (TEIS) serves a large number of children who *never* have an IFSP developed. These are children who may have: a) been screened or evaluated and not found eligible, b) parents that were not interested in services after their child had been found eligible, or c) been referred to TEIS where work was spent attempting to contact, follow up, screen, evaluate, etc. but for whatever reason that event did not take place. In actuality, TEIS serves many more children than those reported annually with active IFSPs on the federal 618 December 1 Child Count.

Improvement Activities/Timelines/Resources – FFY 2012-13 Updates

Activity/ Action	Timelines	Resources	Activity Status
See updates for improvement activities under Indicator 5.			

Revisions, with Justification, to Proposed Targets/Improvement Activities/Timelines/Resources for FFY 2012-13

The federal Office of Special Education Programs (OSEP) is not requiring revisions for this APR section as this is the final report for the current federal cycle. A new reporting cycle for the SPP/APR will begin with FFY 2013-14 data. The first report will be submitted February 2015.

Part C State Annual Performance Report (APR) for FFY 2012-13

Overview of the Annual Performance Report Development:

Refer to Overview of the APR Development, page 3.

Monitoring Priority: Effective General Supervision Part C / Child Find

Indicator 7: Percent of eligible infants and toddlers with IFSPs for whom an initial evaluation and initial assessment and an initial IFSP meeting were conducted within Part C's 45-day timeline.

(20 U.S.C. 1416(a)(3)(B) and 1442)

Measurement:

Percent = [(# of eligible infants and toddlers with IFSPs for whom an initial evaluation and initial assessment and an initial IFSP meeting were conducted within Part C's 45-day timeline) divided by the (# of eligible infants and toddlers evaluated and assessed for whom an initial IFSP was required to be conducted)] times 100.

Account for untimely evaluations, assessments, and initial IFSP meetings, including the reasons for delays.

98.40% = 3452/3508 x 100 Timely initial IFSP meetings

FFY	Measurable and Rigorous Target
2012-13	100%

Actual Target Data for FFY 2012-13:

98.40% (3452) of 3508 infants and toddlers with initial IFSPs had timely initial IFSP meetings. FFY 2012-13 data were reported entirely from the Tennessee Early Intervention Data System (TEIDS). Full census data were used to determine the percent of Part C eligible infants and toddlers who had initial IFSP development within 45 days of referral into Tennessee's Early Intervention System (TEIS).

Monthly data were compiled by the nine Point of Entry (POE) Data Managers and were reviewed by TEIS-POE leadership prior to submission to the Early Childhood IDEA Programs (ECIP), Part C Monitoring Coordinator. POE data reports accounted for reasons of untimely initial IFSP development (i.e., family or system). A subsequent review of data was completed by ECIP monitoring personnel in order to verify reasons for untimely IFSP meetings determined by POE Data Managers.

Delays due to exceptional family circumstances documented in the child's record were included in both the numerator and denominator when calculating percent compliant for timely initial IFSP development.

Total # Initial IFSPs	# Timely	# Untimely due to exceptional family circumstances	Total # Timely Initial IFSPs
3508	3186	266	3452

Documented exceptional family circumstances for delay relative to eligibility determination and initial IFSP development include: difficulty in locating or contacting family upon receipt of referral into TEIS, child/family sickness, family's preferred scheduling, family vacation/holiday schedule, family "no show" when developmental evaluator or service coordinator went to the home for a timely scheduled appointment/meeting. Identified system issues for delay include delays in contacting family and/or completing intake upon receipt of referral into TEIS, delays in requesting developmental evaluation or medical records, delays in scheduling initial IFSP meeting after eligibility has been determined, poor planning management of Service Coordinators around approved leave or holidays, and lack of documentation.

Measurement:

- Number of timely Initial IFSPs (3452) = # Timely (3186) + # Untimely Due to Exceptional Family Circumstances (266)
- Percent of timely Initial IFSPs (98.40%) = Total # of Timely Initial IFSPs (3452) / Total # Initial IFSPs (3508).

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for FFY 2012-13:

The Lead Agency reports progress in FFY 2012-13 for Indicator 7 relative to timely initial IFSP development. In the previous year, FFY 2011-12, 98.30% of infants and toddlers had timely initial IFSP development compared to 98.40% in FFY 2012-13. This represents an increase of 0.10%. Early Childhood IDEA Programs (ECIP) continues to utilize SMART Job Plans which are believed to positively impact timely eligibility determination and initial IFSP development. See Overview of the APR Development (p. 4) for further information about SMART Job Plans.

Along with other resources, the Battelle Developmental Inventory-2 (BDI-2) is the state required evaluation tool for Part C eligibility determination. Training on and use of this tool across the entire state contributes to consistency of processes across the state.

Status of FFY 2011-12 Findings

All nine EIS programs were monitored during FFY 2011-12. There were no findings of noncompliance made relative to Indicator 7 either through annual monitoring or dispute resolution processes. Any EIS program not reporting 100% compliance for the fiscal year through annual monitoring corrected the noncompliance through subsequent full census data prior to the issuance of a written finding of noncompliance. The Part C Monitoring Coordinator reviewed and verified these subsequent data for the correction of noncompliance.

The Lead Agency utilizes direction from both OSEP's 09-02 Memorandum and OSEP's FAQs Regarding Identification and Correction of Noncompliance and Reporting on Correction in the State Performance Plan/Annual Performance Report (9-3-08) when determining correction of noncompliance. TEIS verifies the correction of all child-level noncompliance (if applicable) and subsequently reviews additional data to assure correct implementation of the regulatory requirements. Information regarding how the Lead Agency implements the two-prong approach for determining correction of noncompliance is detailed in Indicator 9 which addresses the state's system for general supervision.

Correction of FFY 2011 Findings of Noncompliance Timely Corrected (corrected within one year from identification of the noncompliance)

1. Number of findings of noncompliance that state made during FFY 2011 (the period from July 1, 2011 through June 30, 2012)	0
2. Number of findings the state verified as timely corrected (corrected within one year from the date of notification to the EIS programs of the finding)	0
3. Number of findings not verified as corrected within one year [(1) minus (2)]	0

FFY 2012-13 Findings of Noncompliance

All nine EIS programs were monitored during FFY 2012-13. There were no written findings of noncompliance made relative to Indicator 7 either through annual monitoring or dispute resolution processes. Any EIS program not reporting 100% compliance for the fiscal year through annual monitoring corrected the noncompliance through subsequent full census data prior to the issuance of a written finding of noncompliance. The Part C Monitoring Coordinator reviewed and verified these subsequent data for the correction of noncompliance.

Improvement Activities/Timelines/Resources – FFY 2012-13 Updates

There were no new improvement activities initiated for the FFY 2012-13 reporting period.

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for FFY 2012-13:

The federal Office of Special Education Programs (OSEP) is not requiring revisions for this APR section as this is the final report for the current federal cycle. A new reporting cycle for the SPP/APR will begin with FFY 2013-14 data. The first report will be submitted February 2015.

Part C State Annual Performance Report (APR) for FFY 2012-13

Overview of the Annual Performance Report Development:

Refer to Overview of the APR Development, page 3.

Monitoring Priority: Effective General Supervision Part C / Effective Transition

Indicator 8: Percentage of toddlers with disabilities exiting Part C with timely transition planning for whom the Lead Agency has:

- A. Developed an IFSP with transition steps and services at least 90 days, and at the discretion of all parties, not more than nine months, prior to the toddler's third birthday;
- B. Notified (consistent with any opt-out policy adopted by the State) the SEA and the LEA where the toddler resides at least 90 days prior to the toddler's third birthday for toddlers potentially eligible for Part B preschool services; and
- C. Conducted the transition conference held with the approval of the family at least 90 days, and at the discretion of all parties, not more than nine months, prior to the toddler's third birthday for toddlers potentially eligible for Part B preschool services.

(20 U.S.C. 1416(a)(3)(B) and 1442)

Measurement:

- A. Percent = $[(\# \text{ of toddlers with disabilities exiting Part C who have an IFSP with transition steps and services at least 90 days, and at the discretion of all parties not more than nine months, prior to their third birthday}) \div (\# \text{ of toddlers exiting Part C})] \times 100$.
- B. Percent = $[(\# \text{ of toddlers with disabilities exiting Part C where notification (consistent with any opt-out policy adopted by the State) to the SEA and LEA occurred at least 90 days prior to their third birthday for toddlers potentially eligible for Part B preschool services}) \div (\# \text{ of toddlers with disabilities exiting Part C who were potentially eligible for Part B})] \times 100$.
- C. Percent = $[(\# \text{ of toddlers with disabilities exiting Part C where the transition conference occurred at least 90 days, and at the discretion of all parties not more than nine months, prior to the toddler's third birthday for toddlers potentially eligible for Part B}) \div (\# \text{ of toddlers with disabilities exiting Part C who were potentially eligible for Part B})] \times 100$.

Account for untimely transition conferences, including reasons for delays.

A. 100% = $3508/3508 \times 100 \rightarrow$ Compliance with Federal Target

B. 100% = $3508/3508 \times 100 \rightarrow$ Compliance with Federal Target

C. 98.31% = $1977/2011 \times 100$

FFY	Measurable and Rigorous Target
2012-13	<p>A. 100%</p> <p>B. 100%</p> <p>C. 100%</p>

Actual Target Data for FFY 2012-13:**8A. IFSPs with Transition Steps and Services**

100% (3508) of the infants and toddlers with initial IFSP development in FFY 2012-13 had transition steps and services (outcome/goal). As reported in the February 2008 APR (FFY 2006-07), the Tennessee Early Intervention Data System (TEIDS) contains a validation that assures initial IFSPs are developed with a transition outcome/goal. Therefore every child has a transition outcome/goal before an Initial IFSP can be saved as final. The transition goal

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(i.e., transition plan) is reviewed and updated at subsequent IFSP meetings which also include the formal transition conference. The Lead Agency met the federal target for 8A for this reporting period.

8B. LEA Notifications

100% (3508) of the infants and toddlers with initial IFSP development in FFY 2012-13 had LEA notification. The Lead Agency met the federal target for component B of the indicator. The Lead Agency has a process for data sharing between the Part C System and Local Education Agencies (LEAs). Quarterly notification data are pulled from TEIDS in the state office and shared with LEAs and the State Education Agency (SEA) - special education 619 preschool program not fewer than 90 days before the child's third birthday. These child data are sent to the appropriate LEA with contact information so that the LEA can make preparations for the child. Then twice a month, records of toddlers with LEA transition planning conferences are pulled and the data are transferred into the Part B data system. Child level data are available to the appropriate LEA before the age of three. In Tennessee, all toddlers in Part C (TEIS) are considered potentially eligible for Part B, 619 special education services. The Lead Agency met the federal target for 8B for this reporting period.

8C. Transition Conferences

98.31% (1977) of the 2011 toddlers, who reached the age for transition, had timely LEA transition conferences. The Lead Agency did not meet the federal target for 8C for this reporting period. FFY 2012-13 data were collected from the TEIDS for Part C toddlers who had a LEA transition planning conference for which family provided consent. Monthly data were compiled by the nine Point of Entry (POE) Data Managers and were reviewed by TEIS-POE leadership prior to submission to the Early Childhood IDEA Programs (ECIP), Part C Monitoring Coordinator. POE data reports accounted for reasons of untimely transition conferences (i.e., family or system). A subsequent review of data was completed by ECIP monitoring personnel in order to verify reasons for untimely transition conferences determined by POE Data Managers.

Delays due to exceptional family circumstances documented in the child's record were included in both the numerator and denominator when determining compliance for timely LEA Transition Conferences.

Total # LEA Conferences	# Timely	# Untimely Due to Exceptional Family Circumstances	Total # Timely LEA Conferences
2011	1861	116	1977

Documented exceptional family circumstances for delay of transition conferences include child/family sickness, family vacation, family's preferred scheduling, and family "no show" for a timely scheduled meeting. Identified system issues for delay of transition conferences include scheduling difficulties or delays by the Service Coordinator, poor planning/management of service coordinators around approved leave or holidays or contacting the LEA in a timely manner to schedule the conference, and lack of documentation.

Measurement:

- Number of Timely LEA Transition Conferences (1977) = # Timely (1861) + # Untimely Due to Exceptional Family Circumstances (116)
- Percentage of Timely LEA Transition Conferences (98.31%) = Total # of Timely Conferences (1977) / Total # of Conferences (2011).

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for FFY 2012-13

8A. IFSPs with Transition Steps and Services

For FFY 2012-13 the Lead Agency reports maintaining 100% compliance for 8A and meeting the federal target for component A of the indicator. The Tennessee Early Intervention Data System (TEIDS) which houses the IFSP contains a validation that assures IFSPs are developed with a transition outcome/goal. Every child's initial IFSP has a transition goal before the IFSP can be finalized. The transition goal (i.e., Transition Plan) is reviewed and updated at subsequent IFSP meetings which include the formal transition conference.

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Status of FFY 2011-12 Findings

All nine EIS programs were monitored during FFY 2011-12. There were no written findings of noncompliance made relative to Indicator 8A either through annual monitoring or dispute resolution processes. All children had a transition plan within the required timeframe.

Correction of FFY 2011 Findings of Noncompliance Timely Corrected (corrected within one year from identification of the noncompliance).

1. Number of findings of noncompliance that state made during FFY 2011 (the period from July 1, 2011 through June 30, 2012)	0
2. Number of findings the state verified as timely corrected (corrected within one year from the date of notification to the EIS programs of the finding)	0
3. Number of findings not verified as corrected within one year [(1) minus (2)]	0

FFY 2012-13 Findings of Noncompliance

All nine EIS programs were monitored during FFY 2012-13. There were no written findings of noncompliance made relative to Indicator 8C either through annual monitoring or dispute resolution processes. All children had a transition plan within the required timeframe.

8B. LEA Notifications

For FFY 2012-13 the Lead Agency reports maintaining 100% compliance for 8B and meeting the federal target for component B of the indicator. The ECIP State Data Manager maintains documentation for the sending of quarterly notification data pulled from TEIDS on children potentially eligible for Part B services. Notifications are sent electronically to LEAs and SEA. The ECIP 619 Coordinator follows up should LEAs have any questions regarding their notification file.

Status of FFY 2011-12 Findings

The ECIP State Data Manager sent quarterly notification for children to each LEA and to the SEA. 100% of quarterly notifications were sent for FFY 2011-12. There were no findings of noncompliance for FFY 2011-12.

Correction of FFY 2011 Findings of Noncompliance Timely Corrected (corrected within one year from identification of the noncompliance).

4. Number of findings of noncompliance that state made during FFY 2011 (the period from July 1, 2011 through June 30, 2012)	0
5. Number of findings the state verified as timely corrected (corrected within one year from the date of notification to the EIS programs of the finding)	0
6. Number of findings not verified as corrected within one year [(1) minus (2)]	0

FFY 2012-13 Findings of Noncompliance

The State Data Manager maintains documentation for the sending of quarterly notification data pulled from TEIDS. Notification is sent to each LEA and to the SEA. 100% of quarterly notifications were sent for FFY 2012-13. There were no findings of noncompliance for FFY 2012-13.

8C. Transition Conferences

For FFY 2012-13 the Lead Agency reports slippage for 8C. In FFY 2012-13, 98.31% of toddlers had timely LEA transition conferences. The percentage decreased 0.45% from 98.76% in FFY 2011-12. Despite the slippage, the Lead Agency believes that Part C/Part B, 619 transition-related activities and Early Childhood IDEA Program's (ECIP) use of personnel performance-based measures through SMART Job Plans continue to positively impact timely LEA transition planning conferences. See Overview of the APR Development (p. 4) for further information about SMART Job Plans.

Steps to Success

In FFY 2012-13, the ECIP Training Workforce Development coordinator and trainers updated the transition booklet entitled, *Steps to Success* which is utilized with families during home visits. The booklet contains information and activities to educate families about transition timelines, steps, and expectations for Part C/ Part B, 619 personnel and families during the transition process. A web-based resource was also developed to complement the booklet which allows for tailoring by each district to include specific LEA requirements. This resource contains modules which support the booklet sections and will be utilized by TEIS Service Coordinators and Early Intervention Resource Agencies (EIRAs) personnel.

Status of FFY 2011-12 Findings

All nine EIS programs were monitored during FFY 2011-12. There were no written findings of noncompliance made relative to Indicator 8C either through annual monitoring or dispute resolution processes. Any EIS program not reporting 100% compliance for the fiscal year through annual monitoring corrected the noncompliance through subsequent full census data prior to the issuance of a written finding of noncompliance. The Part C Monitoring Coordinator reviewed and verified these subsequent data for the correction of noncompliance.

The Lead Agency utilizes direction from both OSEP's 09-02 Memorandum and OSEP's FAQs Regarding Identification and Correction of Noncompliance and Reporting on Correction in the State Performance Plan/ Annual Performance Report (9-3-08) when determining correction of noncompliance. TEIS verifies the correction of all child-level noncompliance (if applicable) and subsequently reviews additional data to assure correct implementation of the regulatory requirements. Information regarding how the Lead Agency implements the two-prong approach for determining correction of noncompliance is detailed in Indicator 9 which addresses the state's system for general supervision.

Correction of FFY 2011 Findings of Noncompliance Timely Corrected (corrected within one year from identification of the noncompliance).

7. Number of findings of noncompliance that state made during FFY 2011 (the period from July 1, 2011 through June 30, 2012)	0
8. Number of findings the state verified as timely corrected (corrected within one year from the date of notification to the EIS programs of the finding)	0
9. Number of findings not verified as corrected within one year [(1) minus (2)]	0

FFY 2012-13 Findings of Noncompliance

All nine EIS programs were monitored during FFY 2012-13. There were no written findings of noncompliance made relative to Indicator 8C either through annual monitoring or dispute resolution processes. Any EIS program not reporting 100% compliance for the fiscal year through annual monitoring corrected the noncompliance through subsequent full census data prior to the issuance of a written finding of noncompliance. The Part C Monitoring Coordinator reviewed and verified these subsequent data for the correction of noncompliance.

Improvement Activities/Timelines/Resources – FFY 2012-13 Updates

Activity/ Action	Timelines	Resources	Activity Status
<p><i>Early Childhood Transition: Connecting the Dots</i> is a curriculum used by Part C (TEIS) and Part B, 619 (Preschool) to provide information to those involved in early childhood transition.</p> <p>Update <i>Early Childhood Transition: Connecting the Dots</i>. Updates to include clarifications related to OSEP's Early Childhood Transition FAQs.</p>	Spring 2013	ECIP Preschool Consultant, Training Workforce Development Coordinator, ECIP State Data Manager, Training Team	<p>Activity discontinued and revised. Revised activity now integrated into routine processes.</p> <p>Updated Training was launched in the Spring of 2013 for both Part C and Part B, 619 staff.</p> <p><i>Early Childhood Transition: Connecting the Dots</i> training was discontinued on July 1, 2013. A new training, <i>Early Childhood Transition: Part C to Part B, 619</i> was developed and launched, on the TEIS learning management system in the fall of 2013 to provide ongoing training support for Part C and Part B staff in regards to early childhood transition.</p>
Deliver training to TEIS-POE and EIRA personnel on the usage of the <i>Steps to Success</i> Booklet and complementary web-based resource.	Spring 2011	ECIP Preschool Consultant Training Workforce Development Coordinator, Training Team	<p>Activity completed.</p> <p>Updated <i>Steps to Success</i>. Training and resource list was made available July 1, 2013 on the TEIS learning management system.</p>

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for FFY 2012-13:

The federal Office of Special Education Programs (OSEP) is not requiring revisions for this APR section as this is the final report for the current federal cycle. A new reporting cycle for the SPP/APR will begin with FFY 2013-14 data. The first report will be submitted February 2015.

Part C State Annual Performance Report (APR) for FFY 2012-13

Overview of the Annual Performance Report Development:

Refer to Overview of the APR Development, page 3.

Monitoring Priority: Effective General Supervision Part C / General Supervision

Indicator 9: General supervision system (including monitoring, complaints, hearings, etc.) identifies and corrects noncompliance as soon as possible but in no case later than one year from identification.

(20 U.S.C. 1416(a)(3)(B) and 1442)

Measurement:

Percent of noncompliance corrected within one year of identification:

- a. # of findings of noncompliance.
- b. # of corrections completed as soon as possible but in no case later than one year from identification.

Percent = [(b) divided by (a)] times 100.

100% = 9/9 x 100 → Compliance with Federal Target

FFY	Measurable and Rigorous Target
2012-13	100%

Actual Target Data for FFY 2012-13:

In FFY 2011-12, all nine EIS programs were monitored. Three findings of noncompliance were issued. Two findings were issued (GN and MD) relative to Indicator 1. An additional Indicator 1 finding was issued (GN) through the dispute resolution process for administrative complaints. The Part C Monitoring Coordinator reviewed subsequent monthly child-level data to verify correction of noncompliance. Timely correction was achieved for all three findings.

The following information describes the state's system of general supervision for monitoring and is important background and content for indicator 9.

- Early Intervention Service (EIS) Programs.** In Tennessee, EIS programs are defined as the nine Tennessee Early Intervention System Point of Entry Offices (TEIS-POEs). Personnel in these offices are state employees and are within Early Childhood IDEA Programs (ECIP). Each POE has a District Administrator who reports directly to the state's Part C Coordinator and who has oversight for the operation of POE offices. Personnel in these offices are responsible for: 1) Part C eligibility determination and 2) all service coordination activities which include IFSP development, oversight of service delivery, and transition. Each TEIS-POE has a Data Manager who keeps the District Administrator and staff informed regarding status of accurate data entry into the Tennessee Early Intervention Data System (TEIDS); status of compliance Indicators 1, 7, and 8C; and additional data elements tracked at the POE level.
- Monitoring Activities.** Each year the Lead Agency monitors all EIS programs (TEIS-POEs). Annual monitoring training is delivered to TEIS-POEs relative to the types of monitoring activities; pertinent updates from OSEP related to monitoring, process for the identification of noncompliance; the process for determining correction of noncompliance, and the basic corrective planning process should a finding of noncompliance be issued.

Monitoring activities are conducted through the following three avenues:

- A. Annual Monitoring: The Tennessee Early Intervention Data System (TEIDS) allows TEIS access to child data in the web-based system. This enables the Lead Agency to track through desk audits the existence of noncompliance and verify the correction of child level noncompliance. Full fiscal year census data from TEIDS are utilized annually for the monitoring of federal compliance Indicators 1, 7, and 8C. Compliance with Indicator 8A is maintained through a TEIDS validation. Compliance with Indicator 8B is addressed through quarterly data sharing at the state level between Part C and Part B, 619 preschool. Compliance monitoring and the issuing of written findings, when warranted, occur during September-October for the previous fiscal year.
 - B. Dispute Resolution: Findings of noncompliance may be issued as an outcome of one of the three dispute resolution processes (i.e., administrative complaint, mediation, due process). Identifying noncompliance and issuing a written finding, when warranted, may occur at anytime.
 - C. Focused Monitoring Activities: Activities are both planned and conducted ad hoc when needed. Typically planned focused monitoring activities occur in the spring and may focus on one or more TEIS-POEs and are typically based on a) IDEA Related Requirements; b) TEIS Operations Manual; c) TEIS Policy Manual; and/ or d) Input regarding possible issues from Early Childhood IDEA Programs (ECIP) personnel. Additionally, focused monitoring may be initiated upon any particular concern which warrants investigation. Written findings of noncompliance generated through focused monitoring may be issued at any point during the fiscal year.
3. Issuing findings of noncompliance. A written finding of noncompliance can be issued to an EIS program through any of the monitoring activities described above. When this occurs the Early Childhood IDEA Programs (ECIP) issues a letter of finding along with supporting data and a Corrective Action Plan (CAP) template.
 4. Determining correction of noncompliance: The Lead Agency utilizes direction from both OSEP's 09-02 Memorandum and OSEP's FAQs Regarding Identification and Correction of Noncompliance and Reporting on Correction in the State Performance Plan/ Annual Performance Report (9-3-08) when determining correction of noncompliance. When correction has been achieved, the ECIP issues a letter confirming correction to the POE. The Lead Agency adheres to the federal Office of Special Education Program's (OSEP) definition for timely correction – as soon as possible, but not more than one year from the date the finding was issued. The 09-02 Memorandum identifies a "two-prong approach" when determining correction. The Lead agency uses the following steps when determining correction as part of its system of general supervision:
 - A. Child-level correction (prong 1). When child-level noncompliance is discovered (i.e., a child has yet to receive an IFSP service [Indicator 1], have a meeting [Indicators 7 or 8C], or any other child-level compliance issue), the child's TEIDS identification number is recorded within the TEIS-POE's initial CAP template prepared by the Part C Monitoring Coordinator. Annual training addresses the need for immediate attention and correction of such issues when found. The TEIS-POE informs the Part C Coordinator of correction through monthly CAP progress reporting. The Part C Monitoring Coordinator verifies correction by reviewing each child's record in Tennessee Early Intervention Data System (TEIDS).
 - B. Correct Implementation of regulatory requirements (prong 2). A subsequent review of data is made relative to the finding in order for the Part C Monitoring Coordinator to verify that the TEIS-POE is correctly implementing the specific regulatory requirements for each infant and toddler. This entails a review of monthly, full census data in TEIDS until 100% compliance is achieved.
 - C. Completion of Corrective Action Plans (CAPs). The Lead Agency additionally utilizes a Corrective Action Plan as part of its system of general supervision. The CAP provides the vehicle for the EIS Program to identify systemic issues impacting noncompliance addressing those issues through the development and implementation of a plan of correction. As part of the CAP development, the POE conducts a Root Cause Analysis (RCA) related to system issues across all children which led to the noncompliance. Based on the results of the RCA, corrective action steps are developed which include information regarding timelines and the identification of who is responsible for each action step. The Part C Monitoring Coordinator provides technical assistance to the POE for the development of the CAP. The CAP template becomes a monthly reporting and communication tool between the POE and the Part C Monitoring Coordinator. It is used to document progress status until corrective actions/ measures have been implemented. The Lead

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Agency uses this third step in the correction process to ensure EIS program leadership have identified and addressed local systemic issues which impact both POE status and state-level compliance.

5. Issuing Letters of Determination. The Lead Agency issues EIS Program Letters of Determinations after the completion of all monitoring activities for the fiscal year. Decisions regarding program determinations are made from a full review of data and information from the federal fiscal year and are based upon the four categories defined by IDEA – Meets requirements, Needs Assistance, Needs Intervention, Needs Substantial Intervention. This review is conducted by senior leadership of the Early Childhood IDEA Programs (ECIP). ECIP issues a letter of determination to the POE along with a copy of “Tennessee’s System of Enforcements for EIS Programs.” This document details Tennessee’s enforcement actions for each of the four categories. In the spring of 2013 ECIP revised its process for making program determinations. This process now also considers data for results indicators and other possible ECIP priority areas when making annual determinations. See Overview for APR Development (p. 4) for further information.

OSEP Indicator 9 Worksheet

The worksheet below reports the status of correction for findings made in FFY 2011-12.

Timely correction of noncompliance within one year of identification

Indicator	General Supervision System Components	# of EIS Issued Findings in FFY 2011 (7/1/11 to 6/30/12)	(a) # of Findings of Noncompliance Identified in FFY 2011 (7/1/11 to 6/30/12)	(b) # of Findings of Noncompliance from (a) for which Correction was Verified no Later than One Year from Identification
1. Percent of infants and toddlers with IFSPs who receive the early intervention services on their IFSPs in a timely manner	Monitoring Activities: Self-Assessment/ Local APR, Data Review, Desk Audit, On-Site Visits, or Other	2	2	2
	Dispute Resolution: Complaints, Hearings	1	1	1
2. Percent of infants and toddlers with IFSPs who primarily receive early intervention services in the home or community-based settings	Monitoring Activities: Self-Assessment/ Local APR, Data Review, Desk Audit, On-Site Visits, or Other	N/A ^A	N/A ^A	N/A ^A
	Dispute Resolution: Complaints, Hearings	0	0	0
3. Percent of infants and toddlers with IFSPs who demonstrate improved outcomes	Monitoring Activities: Self-Assessment/ Local APR, Data Review, Desk Audit, On-Site Visits, or Other	N/A ^B	N/A ^B	N/A ^B

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Indicator	General Supervision System Components	# of EIS Issued Findings in FFY 2011 (7/1/11 to 6/30/12)	(a) # of Findings of Noncompliance Identified in FFY 2011 (7/1/11 to 6/30/12)	(b) # of Findings of Noncompliance from (a) for which Correction was Verified no Later than One Year from Identification
	Dispute Resolution: Complaints, Hearings	0	0	0
4. Percent of families participating in Part C who report that early intervention services have helped the family	Monitoring Activities: Self-Assessment/ Local APR, Data Review, Desk Audit, On-Site Visits, or Other	N/A ^C	N/A ^C	N/A ^C
	Dispute Resolution: Complaints, Hearings	0	0	0
5. Percent of infants and toddlers birth to 1 with IFSPs	Monitoring Activities: Self-Assessment/ Local APR, Data Review, Desk Audit, On-Site Visits, or Other	N/A ^D	N/A ^D	N/A ^D
6. Percent of infants and toddlers birth to 3 with IFSPs	Dispute Resolution: Complaints, Hearings	0	0	0
7. Percent of eligible infants and toddlers with IFSPs for whom an evaluation and assessment and an initial IFSP meeting were conducted within Part C's 45-day timeline	Monitoring Activities: Self-Assessment/ Local APR, Data Review, Desk Audit, On-Site Visits, or Other	0	0	0
	Dispute Resolution: Complaints, Hearings	0	0	0
8. Percent of all children exiting Part C who received timely transition planning to support the child's transition to preschool and other appropriate community services by their third birthday including: A. IFSPs with transition steps and services;	Monitoring Activities: Self-Assessment/ Local APR, Data Review, Desk Audit, On-Site Visits, or Other	0	0	0
	Dispute Resolution: Complaints, Hearings	0	0	0

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Indicator	General Supervision System Components	# of EIS Issued Findings in FFY 2011 (7/1/11 to 6/30/12)	(a) # of Findings of Noncompliance Identified in FFY 2011 (7/1/11 to 6/30/12)	(b) # of Findings of Noncompliance from (a) for which Correction was Verified no Later than One Year from Identification
8. Percent of all children exiting Part C who received timely transition planning to support the child's transition to preschool and other appropriate community services by their third birthday including: B. Notification to LEA, if child potentially eligible for Part B:	Monitoring Activities: Self-Assessment/ Local APR, Data Review, Desk Audit, On-Site Visits, or Other	0	0	0
	Dispute Resolution: Complaints, Hearings	0	0	0
8. Percent of all children exiting Part C who received timely transition planning to support the child's transition to preschool and other appropriate community services by their third birthday including: C. Transition conference, if child potentially eligible for Part B	Monitoring Activities: Self-Assessment/ Local APR, Data Review, Desk Audit, On-Site Visits, or Other	0	0	0
	Dispute Resolution: Complaints, Hearings	0	0	0
Sum the numbers down Column a and Column b		3	3	3

Footnotes for Indicator 9 Worksheet:

- A. Indicator 2 – Primary Settings. OSEP defines this federal indicator as a results indicator. For this indicator, the state is compared to the state target utilizing annual federal 618 Data for settings (Table 2). See Indicator 2 in this report. These data are made available to early intervention stakeholders, including State Interagency Coordinating Council (SICC) membership. The *March Report to the Public* posted on the state's website under "Reports" at http://tennessee.gov/education/teis/reports_data.shtml, provides data for each EIS program compared with the annual state target. Federal 618 data are also posted for public access on the state's website under "Reports" at http://tennessee.gov/education/teis/reports_data.shtml.
- B. Indicator 3 – Child Outcomes. OSEP defines this federal indicator as a results indicator. See Indicator 3 in this report. These data are made available to early intervention stakeholders, including SICC membership. The *March Report to the Public* posted on the state's website under "Reports" at http://tennessee.gov/education/teis/reports_data.shtml, provides data for each EIS program compared with the annual state target.
- C. Indicator 4 – Family Outcomes. OSEP defines this federal indicator as a results indicator. The results of family survey data are made available to early intervention stakeholders, including SICC membership. The *March Report to the Public* posted on the state's website under "Reports" at http://tennessee.gov/education/teis/reports_data.shtml, provides data for each EIS program compared with the annual state target.

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D. Indicators 5 and 6 – Children served birth to age one year (Indicator 5) and children served birth to three years of age (Indicator 6). OSEP defines this federal indicator as a results indicator. For these indicators, the state is compared to the national average utilizing annual federal 618 Data (Table 1, Section A). These data are made available to the early intervention stakeholders on the state's website under "TN Child Count Data" at http://tennessee.gov/education/teis/reports_data.shtml. Data are shared specifically with district EIS programs and the State Interagency Coordinating Council (SICC). The *March Report to the Public* posted on the state's website under "Reports" at http://tennessee.gov/education/teis/reports_data.shtml, provides data for each EIS program compared with the annual state target.

Indicator 9 Worksheet Summary

FFY 2011-12 Monitoring Results for Correction of Noncompliance:

Annual Monitoring:

In FFY 2011-12, all nine EIS programs were monitored. Two findings of noncompliance were issued through monitoring. Two findings were issued (GN and MD) relative to Indicator 1. There were no findings issued for Indicator 7. Relative to Indicator 7, one EIS program (SW) demonstrated 100% compliance for the federal fiscal reporting year. The other eight programs (FT, ET, SE, UC, GN, SC, NW, and MD) all corrected noncompliance through subsequent full census data prior to the issuance of a written finding of noncompliance. There were no findings issued for Indicator 8C. Relative to Indicator 8C, three EIS programs (FT, SE, and SC) demonstrated 100% compliance for the federal fiscal reporting year. The other six programs (ET, UC, GN, NW, SW, and MD) all corrected noncompliance through subsequent full census data prior to the issuance of a written finding of noncompliance.

With technical assistance from the Part C Monitoring Coordinator, each TEIS-POE with a finding of noncompliance conducted a root cause analysis and developed corrective measures as part of a Corrective Action Plan (CAP). The Part C Monitoring Coordinator reviewed subsequent monthly child-level data to verify correction of noncompliance. Timely correction was achieved for the two findings. This information is reported above in the Indicator 9 Worksheet.

Of the two findings issued through annual monitoring, all child-level instances were corrected. Although late, each infant and toddler received IFSP services or had an initial IFSP meeting unless the child was no longer within the jurisdiction of TEIS. Through the review of additional data the ECIP monitoring personnel verified the correction of all noncompliance and that each EIS program was correctly implementing the specific regulatory IDEA requirements.

Dispute Resolution:

In FFY 2011-12, there was one finding (GN) of noncompliance made relative to Indicator 1 for the dispute resolution process for administrative complaints. The finding was specific to IFSP service delivery for a particular child, Indicator 1. The Part C Monitoring Coordinator has verified the timely correction of this finding made through the administrative complaint process. Information regarding this finding is reported in Indicator 9 of the February 2014 APR.

Focused Monitoring:

In FFY 2011-12 there were no focused monitoring activities conducted.

Percent of noncompliance corrected within one year of identification was 100% (column b sum (3) divided by column a sum (3) times 100).

Correction of FFY 2011 Findings of Noncompliance Timely Corrected (corrected within one year from identification of the noncompliance)

1.	Number of findings of noncompliance that state made during FFY 2011 (the period from July 1, 2011 through June 30, 2012) (Sum of Column a on the Indicator 9 Worksheet)	3
2	Number of findings the state verified as timely corrected (corrected within one year from the date of notification to the EIS programs of the finding) (Sum of Column b on the Indicator 9 Worksheet)	3
3	Number of findings not verified as corrected within one year [(1) minus (2)]	0

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Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for FFY 2012-13:

The Lead Agency reports maintenance of 100% compliance for indicator 9—timely correction within one year from date of written finding. Data from FFY 2012-13 (APR, current year) reveals 100% and from FFY 2011-12 (APR, last year), 100%.

Monitoring Activities Completed in FFY 2012-13

Annual Monitoring:

All nine EIS programs were monitored. In FFY 2012-13, there was one finding (ET) of noncompliance made relative to Indicator 1. The Part C Monitoring Coordinator has already verified the timely correction of the finding. Specific information regarding how the Lead Agency determined correction of noncompliance is detailed above in this Indicator.

Dispute Resolution:

There were no findings of noncompliance made through dispute resolution processes for FFY 2012-13.

Focused Monitoring:

There were no focused monitoring activities conducted in FFY 2012-13.

Improvement Activities/Timelines/Resources – FFY 2012-13 Updates

There were no new improvement activities initiated for the FFY 2012-13 reporting period.

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for FFY 2012-2013:

The federal Office of Special Education Programs (OSEP) is not requiring revisions for this APR section as this is the final report for the current federal cycle. A new reporting cycle for the SPP/APR will begin with FFY 2013-14 data. The first report will be submitted February 2015.

Part C State Annual Performance Report (APR) for 2012-13

Note: Indicators 10 and 11 have been excluded per OSEP elimination of reporting requirements. This began with the APR submitted February 2013 for FFY 2011-12.

Overview of the Annual Performance Report Development:

Refer to Overview of the APR Development, page 3.

Monitoring Priority: Effective General Supervision Part C / General Supervision

Indicator 12: Percent of hearing requests that went to resolution sessions that were resolved through resolution session settlement agreements (applicable if Part B due process procedures are adopted).

(20 U.S.C. 1416(a)(3)(B) and 1442)

Measurement: Percent = (3.1(a) divided by 3.1) times 100.

0% = 0/0 x 100

FFY	Measurable and Rigorous Target
2012-13	The state is not required to provide targets or improvement activities until any FFY in which 10 or more resolution sessions were conducted.

Actual Target Data for FFY 2012-13:

No incidences occurred for this reporting period.

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for 2012-13:

For FFY 2012-13, the Lead Agency reports maintenance of 100% compliance for Indicator 12.

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for 2012-13:

The federal Office of Special Education Programs (OSEP) is not requiring revisions for this APR section as this is the final report for the current federal cycle. A new reporting cycle for the SPP/APR will begin with FFY 2013-14 data. The first report will be submitted February 2015.

Part C State Annual Performance Report (APR) for 2012-13

Overview of the Annual Performance Report Development:

Refer to Overview of the APR Development, page 3.

Monitoring Priority: Effective General Supervision Part C / General Supervision
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Indicator 13: Percent of mediations held that resulted in mediation agreements.

(20 U.S.C. 1416(a)(3)(B) and 1442)

Measurement: Percent = [(2.1(a)(i) + 2.1(b)(i)) divided by 2.1] times 100.

100% = 0+1/1 x 100

FFY	Measurable and Rigorous Target
2012-13	The state is not required to provide targets or improvement activities until any FFY in which 10 or more mediations were conducted.

Actual Target Data for FFY 2012-13:

100% - There was one request for mediation filed. A mediation meeting was held and resulted in a signed mediation agreement. There were no issues of noncompliance found through this dispute resolution process.

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for 2012-13:

For FFY 2012-13, the Lead Agency reports maintenance of 100% compliance for Indicator 13.

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for 2012-13:

The federal Office of Special Education Programs (OSEP) is not requiring revisions for this APR section as this is the final report for the current federal cycle. A new reporting cycle for the SPP/APR will begin with FFY 2013-14 data. The first report will be submitted February 2015.

Part C State Annual Performance Report (APR) for FFY 2012-13

Note: Per OSEP Memo 13-6, Tennessee has elected to have OSEP complete the Indicator 14 Rubric and provide results to the Lead Agency. As needed Tennessee will review results and address progress, slippage, and/or improvement activities as required during the APR clarification period.

Overview of the Annual Performance Report Development:

Refer to Overview of the APR Development, page 3.

Monitoring Priority: Effective General Supervision Part C / General Supervision

Indicator 14: State reported data (618 and State Performance Plan and Annual Performance Report) are timely and accurate.

(20 U.S.C 1416(a)(3)(B) and 1442)

Measurement: State reported data, including 618 data, State performance plan, and annual performance reports, are:

- a. Submitted on or before due dates ((February 1 for child count and settings and November 1 for exiting and dispute resolution); and
- b. Accurate, including covering the correct year and following the correct measurement.

A. 100% = Annual Performance Report and 618 Child Count Data → submitted timely

B. Assurance of accurate data – provided

FFY	Measurable and Rigorous Target
2012-13	100%

Actual Target Data for FFY 2012-13:

Refer to note at the beginning of this indicator.

Part C Indicator 14 Data Rubric

Indicator 14 - SPP/APR Data			
APR Indicator	Valid and reliable	Correct calculation	Total
1			
2			
3			
4			
5			
6			
7			
8A			
8B			
8C			
9			
10	Eliminated from APR reporting		
11	Eliminated from APR reporting		
12			
13			
		Subtotal	
APR Score Calculation	Timely Submission Points If the FFY 2012 APR was submitted on-time, place the number 5 in the cell on the right.		

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	Grand Total (Sum of subtotal and Timely Submission Points) =	
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Indicator 14 - 618 Data					
Table	Timely	Complete Data	Passed Edit Check	Responded to Data Note Requests	Total
Table 1 – Child Count Due Date: 2/1/12					
Table 2 – Settings Due Date: 2/1/12					
Table 3 – Exiting Due Date: 11/1/12					
Table 4 – Dispute Resolution Due Date: 11/1/12					
				Subtotal	
618 Score Calculation			Grand Total (Subtotal X 2.5) =		

Indicator #14 Calculation	
A. APR Grand Total	
B. 618 Grand Total	
C. APR Grand Total (A) + 618 Grand Total (B) =	
	Total NA in APR
	Total NA in 618
	Base
D. Subtotal (C divided by Base*) =	1.00
E. Indicator Score (Subtotal D x 100) =	

*Note any cell marked as N/A will decrease the denominator by 1 for APR and 2.5 for 618

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for FFY 2012-13:

Refer to note at the beginning of this indicator.

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for FFY 2012-13:

Refer to “red” note at the beginning of this indicator.

2012-13 Annual Performance Report (APR)

Attachment List

Annual Report Certification of the Interagency Coordinating Council (ICC)

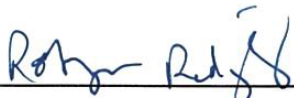
**ANNUAL REPORT CERTIFICATION OF THE
INTERAGENCY COORDINATING COUNCIL
UNDER PART C OF THE
INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)**

Under IDEA Section 641(e)(1)(D) and 34 CFR §303.604(c), the Interagency Coordinating Council (ICC) of each jurisdiction that receives funds under Part C of the IDEA must prepare and submit to the Secretary of the U.S. Department of Education (Department) and to the Governor of its jurisdiction an annual report on the status of the early intervention programs for infants and toddlers with disabilities and their families operated within the State. The ICC may either: (1) prepare and submit its own annual report to the Department and the Governor, or (2) provide this certification with the State lead agency's Annual Performance Report (APR)¹ under Part C of the IDEA. This certification (including the annual report or APR) is due no later than February 3, 2014.

On behalf of the ICC of the State/jurisdiction of Tennessee, I hereby certify that the ICC is: [please check one]

1. ☐ Submitting its own annual report for FFY 2012 (which is attached); or
2. ☒ Using the State's Part C APR for FFY 2012 in lieu of submitting the ICC's own annual report. By completing this certification, the ICC confirms that it has reviewed the State's Part C APR for accuracy and completeness.²

I hereby further confirm that a copy of this Annual Report Certification and the annual report or APR has been provided to our Governor.



Signature of ICC Chairperson

1-21-14

Date

robyn.ridgley@mtsu.edu

Address or e-mail

(615) 898-5526

Daytime telephone number

¹ Under IDEA Sections 616(b)(2)(C)(ii)(II) and 642 and under 34 CFR §80.40, the lead agency's APR must report on the State's performance under its State performance plan and contain information about the activities and accomplishments of the grant period for a particular Federal fiscal year (FFY).

² If the ICC is using the State's Part C APR and it disagrees with data or other information presented in the State's Part C APR, the ICC must attach to this certification an explanation of the ICC's disagreement and submit the certification and explanation no later than February 3, 2014.